



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

January 8, 2009

Ms. Jo Anne Yamamoto, President
Hawaii Pacific Apparel Group, Inc. dba
Mimi and Maggie
1425 South Grande Vista Avenue
Los Angeles, CA 90023

Dear Ms. Yamamoto:

RE: FINAL MONITORING VISIT REPORT for Hawaii Pacific Apparel Group, Inc. dba Mimi and Maggie (Mimi and Maggie) – ET07-0225

Date of the Visit:	11/14/08
Beginning/Ending Time:	09:30 a.m. – 12:00 p.m.
Date of Last Visit:	09/12/07
Visit Location:	Los Angeles
Persons in attendance:	Jo Anne Yamamoto, President, Mimi and Maggie Erica Pacheco, Administrative Assistant, Mimi and Maggie Elsa Wadzinski, Contract Analyst, Employment Training Panel
Action Required:	No

Term of Agreement:	12/30/06 -12/29/08	Agreement Amount:	\$6,240
Training Start Date:	01/05/07	No. to Retain:	5
Date Training must be Completed:	09/30/08	Range of Hours:	8 – 60
Type of Trainee:	Retrainee	Weighted Ave. Hours:	48

During the Final Monitoring Visit, you advised the Analyst that Mimi and Maggie received training from a vendor after September 30, 2008, the last day to train for the 90-day retention period to fall within the term of the Agreement. The Analyst reminded you of ETP's requirement that all training and retention must fall within the term of the Agreement. You stated that you understood this, and indicated that you would not submit this training for reimbursement.

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You further queried if Mimi and Maggie could continue training with another ETP Contractor as a participating employer. Ms. Wadzinski advised you that you, and any employees who are ETP eligible, would be able to participate in training under a Multiple Employer Contract, after you have completed all ETP requirements (including retention) and Final Invoicing under the current contract, as a trainee can only be enrolled in one contract at a time.

You requested further clarification regarding this issue, as you stated that you were considering returning to ETP for a subsequent contract, for additional training. The Analyst responded to your question by stating if, after you have completed all ETP requirements under this contract, and you opt to participate and receive training under a Multiple Employer Contract, you would not be able to have the same trainees enroll in your ETP contract.

The Analyst asked about the vendor in question, and you responded that their had been some confusion regarding the funding source for training from this vendor, which was initially to be provided under a city grant, to assist apparel manufacturer's, and it was later determined that the funding under the city grant would not subsidize a great portion of the training.

FINAL REPORT SUMMARY:

The Agreement was executed on January 10, 2007, and training began on January 7, 2007. Your project staff reported that all ETP training was completed on September 30, 2008, which allows for the 90-day retention period to be completed within the Agreement term - ending December 29, 2008.

ETP approved Agreement Amendment No. 1, which was executed on April 22, 2008, changing the term end date from December 29, 2007 to December 29, 2008, extending the Agreement term 12 months.

You commented that all five trainees, specified to receive training per Chart 1, Exhibit A of the Agreement, have completed training and the 90-day retention period. Assuming all other Agreement requirements are met, Mimi and Maggie will earn approximately \$3,692 (60%) of the total ETP Agreement amount. Since you have been paid \$2,808 to date, you will receive an additional \$884 in funding if the anticipated number to retain is verified during the final fiscal closeout.

In discussing training provided under the ETP contract, you stated that, although you did not complete 100 percent of the training, Mimi and Maggie has been able to provide employees with Business Skills, Computer Skills and Management Skills training that taught employees to be more efficient and effective. You also indicated that Mimi and Maggie provided additional training to its employees, but did not document the training as required by ETP.

Ms. Wadzinski discussed the project with you and asked what barriers you experienced in implementing your ETP program. You stated that there were no barriers in implementing the training, just in finding the time to provide the training. You indicated that as a small business in the apparel industry, it is difficult to provide structured training, with a set training schedule, due to the volatility of the business. And, although training is necessary and helpful, the company still considers production goals as priority.

You reported that ETP's websites are user-friendly, and it was easy to learn the systems and enter data with the assistance of ETP staff. You also commented that the administration of the project was easy to handle with the use of the ETP Tracking System and ETP assistance; and that the ETP staff provided good support throughout the Agreement. In closing, you stated that Mimi and Maggie would be interested in returning to ETP for another contract in the future.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Trainees Started Training:	5	Active, Need To Be Dropped:	0
Dropped Following Enrollment:	0	Completed Training:	5
Completed Minimum Hours for reimbursement:	5	Completed Retention:	5

According to project staff your statistics are in agreement with the information outlined on the ETP Class/Lab Tracking System indicating that 5 trainees have completed the minimum number of hours required to complete the training outlined in the Agreement.

ATTENDANCE ROSTERS:

The Analyst reviewed attendance records for all five Job 1 trainees for the period between January 7, 2007 and September 30, 2008. The review of the Class/Lab Rosters revealed that they were completed correctly and met ETP requirements; the Agreement curriculum was provided as specified; and you are in compliance with the ratio of one trainer to 20 retrainees specified in the Agreement Training Plan.

AUDIT:

Mimi and Maggie will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Elsa Wadzinski at (818) 755-3634 or by email at ewadzinski@etp.ca.gov within ten (10) working days from the receipt of this report.

Sincerely,

Signature on file

Dolores Kendrick, Manager
North Hollywood, Regional Office

Signature on file

Elsa Wadzinski, Contract Analyst
North Hollywood, Regional Office

cc: David Guzman, Chief, Program Operations Division
Kulbir Mayall, Manager, Fiscal and Certification
Master File
Project File

Date report mailed to Contractor 01/14/09